

## **APPENDIX A Current “As Is” Business Processes**

## List of “As Is” Business Processes

### **Process / Sub-Process:**

### **Sub-Process Identifier:**

#### **Accounts Payable**

Vendor Maintenance .....	AP-1
Invoice Processing .....	AP-2
Payment Card .....	AP-3
Disbursements .....	AP-4
1099 Processing .....	AP-5
Payment Cancellation .....	AP-6

#### **Accounts Receivable**

Customer Maintenance .....	AR-1
Create Receivable.....	AR-2
Accounts Receivable / Revenue .....	AR-3
Write-Offs .....	AR-4
Reconciliation.....	AR-5
Collections.....	AR-6

#### **Applicant Services**

Application Processing .....	AS-1
Testing .....	AS-2
Applicant Selection.....	AS-3

#### **Benefits Administration**

Maintenance Participant Data .....	BA-1
Maintain Enrollment .....	BA-2
Termination of Coverage .....	BA-3
Premium Processing .....	BA-4
Premium Payments .....	BA-5
Vendor Payments.....	BA-6
Deferred Compensation .....	BA-7
Flex Benefits .....	BA-8

#### **Classification and Compensation**

Position Actions.....	CC-1
Class Actions .....	CC-2
Compensation Plan Maintenance .....	CC-3
Individual Salary Adjustment.....	CC-4

## List of “As Is” Business Processes (cont.)

<b>Process / Sub-Process:</b>	<b>Sub-Process Identifier:</b>
<b>General Ledger</b>	
Chart of Accounts.....	GL-1
Journal Voucher Entry.....	GL-2
Journal Voucher Interagency .....	GL-3
Month End Close.....	GL-4
Year End Close .....	GL-5
<b>Inventory</b>	
Stock Reorder .....	IN-1
Fill Customer Order.....	IN-2
<b>Project / Grant / Cost Allocation / Labor Distribution</b>	
Project Processing .....	PG-1
Grant Processing .....	PG-2
Cost Allocation .....	PG-3
Labor Distribution .....	PG-4
<b>Purchasing</b>	
Requisition .....	PU-1
Solicitation (Informal) .....	PU-2(I)
Solicitation (Formal) .....	PU-2(F)
Award Document (OFST).....	PU-3(O)
Award Document (PO) .....	PU-3(P)
Award Document (from a Solicitation).....	PU-3(S)
Goods Receipt .....	PU-4
Invoice Receipt.....	PU-5
Vendor Maintenance .....	PU-6
Professional Services Contract .....	PU-7
<b>Payroll Administration</b>	
Maintain Employee Data .....	PY-1
Supplemental Data.....	PY-2
Payroll Audit .....	PY-3
Payroll Calculation .....	PY-4
Cancellation .....	PY-5
Special Run.....	PY-6
Warrants .....	PY-7
In Lieu Of.....	PY-8
Tax Reporting.....	PY-9

## **List of “As Is” Business Processes (cont.)**

**Process / Sub-Process:**

**Sub-Process Identifier:**

**Payroll Administration (cont.)**

Year End .....	PY-10
Manual Checks .....	PY-11

**Personnel Administration**

Appointments and Class Changes .....	PA-1
Maintain Employee Data .....	PA-2
Personnel Actions .....	PA-3
Performance Evaluation .....	PA-4
Disciplinary Actions .....	PA-5
Grievances .....	PA-6
Employee Suggestions .....	PA-7
Longevity .....	PA-8
Mass Change .....	PA-9
Reduction In Force .....	PA-10
Approve Transactions .....	PA-11

**Position Control**

Position Approval .....	PC-1
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**Training and Employee Development**

In Service Training (Pre-Class/ Post-Class).....	TR-1
In Service Training (Departmental) .....	TR-2
Out Service Training .....	TR-3

**Timekeeping and Leave Accounting**

New Hire .....	TL-1
Time Entry .....	TL-2
Off Cycle Adjustment .....	TL-3
Leave Accrual .....	TL-4
Leave of Absence .....	TL-5
Sick Leave Bank .....	TL-6
Sick Leave Transfer .....	TL-7